

### **DHEC INSPECTIONS**

Below is a checklist that will help you prepare in advance for DHEC inspections. If there are any questions, please do not hesitate to contact the Department at (803) 545-4400.

#### **YOU WILL BE REQUIRED TO HAVE THE FOLLOWING AVAILABLE FOR REVIEW DURING AN INSPECTION:**

- \_\_\_\_\_ 1. Copy of your application and approval letter.
- \_\_\_\_\_ 2. Name and address(es) of lamp supplier(s) and service person(s).
- \_\_\_\_\_ 3. All invoices and work orders for tanning equipment, lamps and other components for the previous two years.
- \_\_\_\_\_ 4. Completed consumer warning forms ("Danger" statement, minor consent, and consent for illiterate or visually impaired persons).
- \_\_\_\_\_ 5. Injury form (available if needed and completed if applicable).
- \_\_\_\_\_ 6. All eyewear used (including disposable brands and brands for sale) and associated paperwork (instructions and 21 CFR 1040.20 certification).
- \_\_\_\_\_ 7. Completed client cards (documentation of medical/skin history to include all warnings made to clients regarding skin problems, tanning indoors and outdoors on the same day, tanning at multiple salons, and use of medications; visit number, date of visit, exposure time, room number and skin type).
- \_\_\_\_\_ 8. Printed copies of client records if a computer system is used to maintain records.
- \_\_\_\_\_ 9. Records of timer testing and emergency off switch testing.
- \_\_\_\_\_ 10. Information on protective eyewear sanitizer to include mixing instructions (unless only disposable eyewear is used).
- \_\_\_\_\_ 11. Information on tanning equipment sanitizer to include mixing instructions.
- \_\_\_\_\_ 12. Copy of R.61-106 "Tanning Facilities Regulations".
- \_\_\_\_\_ 13. Record of facility specific training for each operator.
- \_\_\_\_\_ 14. Certificate for the successful completion of an accepted formal training class for each operator.
- \_\_\_\_\_ 15. Documentation of temporary training for each operator, if applicable.
- \_\_\_\_\_ 16. User's instruction manual for each different model of tanning equipment.
- \_\_\_\_\_ 17. Lamp equivalency documentation if lamps other than the manufacturer's recommended lamps are in use.
- \_\_\_\_\_ 18. Facility operating procedures.
- \_\_\_\_\_ 19. A list of potential photosensitizing substances to review with clients.
- \_\_\_\_\_ 20. Copy of DHEC approved alternate exposure schedule, if applicable.

#### **IN ADDITION TO A PAPERWORK REVIEW, OUR INSPECTION WILL CONSIST OF:**

1. Checking the adequacy of tanning equipment labels (presence of "Danger" statement, exposure schedule, etc).
2. Checking for cleanliness of tanning equipment and protective eyewear and that sanitation is done by an employee of the facility.
3. Checking to ensure the shocks are functioning properly (the canopy will stay up).
4. Checking for adequacy of the acrylic or wire mesh (no holes, large split cracks, gaps, etc.).
5. Checking to ensure that there are no cracks or tears in the vinyl pillows that would prohibit them from being sanitized properly.
6. Ensuring there is a functional emergency off switch (it may be the dial timer on the bed).
7. Measuring the timer accuracy with a stopwatch.
8. Ensuring the timer indications are legible and agree with those on the exposure schedule as well as ensuring that the maximum timer setting on the outside timer coincides with the maximum exposure time on the unit.
9. Ensuring there is an override (outside) timer control present and that it is only set by a trained operator.

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10. Reviewing posted warning signs for prohibited advertisements (to include the terms “unlimited”, “safe”, “healthy”, etc.).
11. Ensuring that there is a “Danger: Ultraviolet Radiation” warning sign and a DHEC injury sign posted in each room.
12. Ensuring that the most recent inspection results are posted on the sign provided by DHEC (it will be provided during the first inspection following the effective date of the regulations) and that these results are clearly visible to clients prior to tanning.
13. Reviewing the user’s instruction manual for compliance with FDA regulations.
14. Ensuring that the manufacturer’s recommended lamp or a documented equivalent lamp is in use and that all lamps are functioning properly.
15. For booths only: ensuring that nonslip floors, handrails, an indicated user position, doors opening outwardly and that the booth can withstand the impact of a falling person.
16. Ensuring that the consumer warning statements are orally reviewed with each client.
17. Ensuring there are adequate physical barriers around each unit to prevent line-of-sight accidental ultraviolet radiation exposure by persons not using the equipment.
18. Checking both protective eyewear and acrylic sanitizers to ensure that they are mixed according to the instructions.
19. Ensuring that all eyewear available is in adequate condition (no cracked lenses, worn straps, and straps attached if applicable).